

AGENDA
BENBROOK CITY COUNCIL
THURSDAY, JULY 7, 2022
911 WINSCOTT ROAD, BENBROOK, TEXAS
PRE-COUNCIL WORKSESSION 7:15 P.M.
Review and discuss agenda items for regular meeting.
REGULAR MEETING 7:30 P.M.
COUNCIL CHAMBERS
ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

I. CALL TO ORDER

II. INVOCATION

To Be Given By Pastor Seth Wigington With Restoration Family Church

PLEDGE OF ALLEGIANCE

III. CITIZEN COMMENTS ON ANY AGENDA ITEM (Citizen Comments Are Limited To 3 Minutes)

IV. MINUTES

1. Approve Minutes Of The Regular Meeting Held June 16, 2022

Documents:

[CC MINUTES-06-16-22.PDF](#)

V. REPORTS FROM CITY MANAGER

A. GENERAL

G-2564 Approve Finance Report For Period Ending May 31, 2022

Documents:

[G-2564 FINANCE REPORT - MAY 22.PDF](#)
[G-2564 REVENUE CHART - MAY 22.PDF](#)
[G-2564 EXPENDITURE CHART - MAY 22.PDF](#)
[G-2564 SALES TAX COMPARISON - MAY 22.PDF](#)

G-2565 Resolution Supporting The Mission Statement Of The Naval Air Station Joint Reserve Base Fort Worth Regional Coordination Committee

Documents:

[G-2565 SUPPORT RCC MISSION STATEMENT.PDF](#)
[G-2565 RESOLUTION RCC MISSION STATEMENT.PDF](#)
[G-2565 RCC MISSION STATEMENT.PDF](#)
[G-2565 RCC BYLAWS AND OPERATING PROCEDURES.PDF](#)

VI. INFORMAL CITIZEN COMMENTS

State Law prohibits any deliberation of or decisions regarding items presented in informal citizen comments. City Council may only make a statement of specific information given in response to the inquiry; recite an existing policy; or request staff place the item on an agenda for a subsequent meeting. The exception to informal comments is that once an election date has been set by City Council comments relative to elections will not be broadcast on the City's cable channel. However, a copy of the tape containing citizens' comments will be available at city hall for review or purchase by interested citizens. (Citizen comments are limited to 3 minutes)

VII. COUNCIL MEMBER AND STAFF COMMENTS

Pursuant to the Texas Government Code, Chapter 551, Open Meetings, Section 551.0415, announcements from City Councilmembers and City Staff are limited to expressions of thanks; congratulations; condolences; recognition of public officials, employees or citizens; information regarding holiday schedules; reminders of community events or announcements involving an imminent threat to the public health and safety of the municipality that has arisen after the posting of the agenda. No discussion or formal action may be taken on these items at this meeting.

VIII. EXECUTIVE SESSION

Pursuant To Texas Government Code Section 551.071, Consultation With City Attorney

1. Seek advice from City Attorney regarding possible litigation

IX. RECONVENE INTO REGULAR MEETING

X. NECESSARY ACTION FROM EXECUTIVE SESSION

XI. ADJOURNMENT

WORKSESSION

1. City Council Discussion on FY2022/2023 Budget



**MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, JUNE 16, 2022**

The regular meeting of the Benbrook City Council was held on June 16, 2022 at 7:30 p.m. in the Council Chambers with the following Council members present:

Jason Ward, Mayor
Renee Franklin
Larry Marshall
Dustin Phillips
Gary Addison
Laura Mackey
Keith Tiner

Also Present:

Andy Wayman, City Manager
Jim Hinderaker, Assistant City Manager
Joanna King, City Secretary
Beth Fischer, Deputy City Secretary

Others:

Bill Smith
Janice Howe
Josh Harville
Donna Addison
Greg Clem
Terry Roach
and 11 other citizens

I. CALL TO ORDER

Meeting called to order at 7:30 p. m. by Mayor Ward

II. INVOCATION/PLEDGE OF ALEGIANCE

Invocation was given by Dr. Larry Marshall.
The Pledge of Allegiance was recited.

III. CITIZEN COMMENTS ON ANY AGENDA ITEM

IV. MINUTES

1. Approve minutes of the regular meeting held June 2, 2022

Motion by Dr. Marshall, seconded by Mr. Addison to approve the minutes of the regular meeting held June 2, 2022.

Vote on the Motion

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mayor Ward, Mr. Addison. Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

V. CITIZEN PRESENTATION

1. Ava Missel – Girl Scout Leadership Program

Ava Missel with Girl Scout Troop 2504 gave presentation on the Leadership Program she is working on as her Gold Project. The project is to involve our youth in becoming tomorrow's leaders.

VI. PRESENTATION BY MAYOR AND MEMBERS OF CITY COUNCIL

CC-2022-04 Appointment to Regional Transportation Council (RTC)

Motion by Ms. Mackey, seconded by Mr. Tiner that Councilmember Renee Franklin be recommended to the Cities of Mansfield, Forest Hill, Crowley, Everman and Kennedale as the alternate representative to the North Central Texas Council of Governments Regional Transportation Council.

Vote on the Motion

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mayor Ward, Mr. Addison. Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

VII. PRESENTATION BY PLANNING AND ZONING COMMISSION

PZ-2022-02 Z-2022-01

Adopt Ordinance rezoning 0.27 acres of land, legally described as Lot 4, Block 2 Benbrook Estates Addition from “B” One-Family District to “CR” Multiple-Family Restricted District (207 San Angelo Avenue located south of the intersection of SW Loop 820 and San Angelo Avenue)

Jim Hinderaker gave the following presentation: The applicant is requesting to rezone 207 San Angelo Ave., legally described as Lot 4, Block 2, Benbrook Estates Addition, from “B” One-Family District to “CR” Multiple-Family Restricted District.

Subject to approval, the applicant plans to raze the existing single-family dwelling and construct an attached two-family dwelling.

Lot 4, Block 2 was platted as part of the Benbrook Estates Addition in 1946 and, according to the Tarrant County Appraisal District, the existing single-family home was built in 1940.

Since adoption of the Comprehensive Plan supporting medium density within the Benbrook Estates subdivision, City Council has approved 12 rezoning requests to the “CR” District with the intent of building two-family dwellings. The request is consistent with the City’s Comprehensive Plan.

The Future Land Use Map (FLUM) designates this area for Medium-Density Residential (MDR), which provides for densities between 6.25 and 12.5 dwelling units per acre. The “CR” District is consistent with the MDR designation.

Mayor Ward opened the public hearing at 7:43 p.m. Terry Roach, speaking from the audience, voiced his support of the item.

Mayor Ward closed the public hearing at 7:44 p.m.

Motion by Ms. Franklin, seconded by Mr. Phillips to adopt Ordinance No. 1480 rezoning 0.27 acres of land, legally described as Lot 4, Block 2 Benbrook Estates Addition from “B” One-Family District to “CR” Multiple-Family Restricted District.

Vote on the Motion

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mayor Ward, Mr. Addison. Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

Ordinance No. 1480 being **“AN ORDINANCE AMENDING TITLE 17 - ZONING OF THE BENBROOK MUNICIPAL CODE (1985), AS AMENDED, BY REZONING 0.27 ACRES LEGALLY DESCRIBED AS LOT 4, BLOCK 2, BENBROOK ESTATES ADDITION, TARRANT COUNTY, BENBROOK,**

TEXAS, FROM “B” ONE-FAMILY DISTRICT TO “CR” MULTIPLE-FAMILY RESTRICTED DISTRICT, AND BY AMENDING THE OFFICIAL ZONING USE MAP TO REFLECT THE CHANGE; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY FOR VIOLATIONS HEREOF; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN PAMPHLET FORM; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.”

**SECTION 5
PENALTY CLAUSE**

Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this ordinance shall be fined not more than Two Thousand Dollars (\$2,000.00) for all violations involving zoning, fire safety or public health and sanitation, including dumping of refuse, and shall be fined not more than Five Hundred Dollars (\$500.00) for all other violations of this ordinance. Each day that a violation is permitted to exist shall constitute a separate offense.

**SECTION 10
EFFECTIVE DATE**

This ordinance shall be in full force and effect from and after its passage and it is so ordained

VIII. REPORTS FROM CITY MANAGER

A. GENERAL

G-2563 Recommend contractor for 47th Year Community Development Block Grant Program (CDBG)

Jim Hinderaker gave the following report: As part of the 2022 Five-Year Capital Improvement Program (CIP) approved by City Council in December 2021, the 47th Year Community Development Block Grant (CDBG) Project is designated for the installation of sidewalks along the north side of the 5600 and 5700 blocks of Bellaire Drive and the east side of the 3900 block of Crosslands Road in northeast Benbrook in the Country Day Meadows Addition in Benbrook’s CDBG target area. The portion of sidewalk along Crosslands Road will complete the sidewalk between Bellaire Drive and SH-183 that was not completed during the 45th Year CDBG project due to funding deficiencies.

Tarrant County opened bids on April 27, 2022. Two bids were received:

Blackrock Construction	\$231,717.00
Excel 4 Construction, L.L.C.	\$350,962.00

The CDBG budget allocation for this project is \$172,617. Per the approved CIP, the City had estimated a cost share of \$65,000, sufficient to cover the actual cost share of \$59,100.

Motion by Dr. Marshall, seconded by Mr. Addison to recommend that Tarrant County award the 47th year Community Development Block Grant Project to Blackrock Construction in the amount of \$231,717 and allocate \$59,100 from the Capital Projects Fund to cover the City's cost share.

Vote on the Motion

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mayor Ward, Mr. Addison. Ms. Mackey, Mr. Tiner

Noes: None

Motion carried unanimously.

IX. INFORMAL CITIZEN COMMENTS

Greg Clem, Terry Roach and Carolina Rodriguez address City Council.

X. COUNCIL MEMBER AND STAFF COMMENTS

Mr. Franklin recognized Benbrook resident Vincent Hancock, Olympic Gold Medalist in Men's Skeet Shooting for winner for his recent gold medal in the World Cup.

Ms. Mackey wished all Fathers a Happy Father's Day.

XI. ADJOURNMENT

Meeting adjourned at 7:58 p.m. followed by a Worksession to receive Municipal Complex Update.

APPROVED:

Jason Ward, Mayor

ATTEST:

Joanna King, City Secretary



City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 7/7/22	REFERENCE NUMBER: G-2564	SUBJECT: Accept finance report for period ending May 31, 2022	PAGE: 1 of 2
-----------------	-----------------------------	--	-----------------

GENERAL FUND

General Fund revenues for the month of May were \$698,093. Major revenues collected for the month include Property taxes of \$62,477, Franchise taxes of \$51,919, Permits of \$49,681, Fines and Forfeitures of \$33,640, Other Agency of \$96,963, and Charges for Services of \$66,182. Sales tax collected and recognized as revenue in May was \$327,969. Fiscal year to date sales tax is \$2,451,188, an increase of 9.48% over last year at this time. A separate summary of sales tax revenue collections is provided for comparative purposes. General Fund revenues collected through the end of May were \$19,052,820 and 89.2% of the budget.

General Fund expenditures for the month of May were \$3,116,179. The large increase in May expenditures compared to the prior year is due to the street overlay program. Fiscal year to date expenditures were \$13,052,018 and 61.1% of the adopted budget.

Total General Fund revenues of \$19,052,820 were more than total General Fund expenditures of \$13,052,018 by \$6,000,802.

DEBT SERVICE

Debt Service revenues for the month of May totaled \$3,966 and were all from property tax. May expenditures were \$3,500. The next debt service payments are due August 1st.

ECONOMIC DEVELOPMENT CORPORATION (EDC)

EDC revenues through May were \$1,285,696. EDC expenditures through the end of May were \$569,089. Total revenues exceeded total expenditures by \$716,607.

CAPITAL PROJECTS

Total revenues received through May were \$2,649,019 from stormwater utility fees, mineral lease revenue, TIF income, and interest earnings. Total expenditures for the Capital Projects Fund were \$2,022,077 through the end of May. May expenditures included the following projects: Two-Way Conversion, Westerly and Dawn Drainage, and Floodplain Study. Total revenues exceeded total expenditures by \$626,942. Sufficient funds are available in the current fund balances of the Capital Projects Fund. This fund operates on a project basis rather than a specific fiscal year.

SUBMITTED BY:	DISPOSITION BY COUNCIL: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
		CITY SECRETARY
CITY MANAGER		DATE:

DATE: 7/7/22	REFERENCE NUMBER: G-2564	SUBJECT: Accept finance report for period ending May 31, 2022	PAGE: 2 of 2
-----------------	--------------------------------	---	-----------------

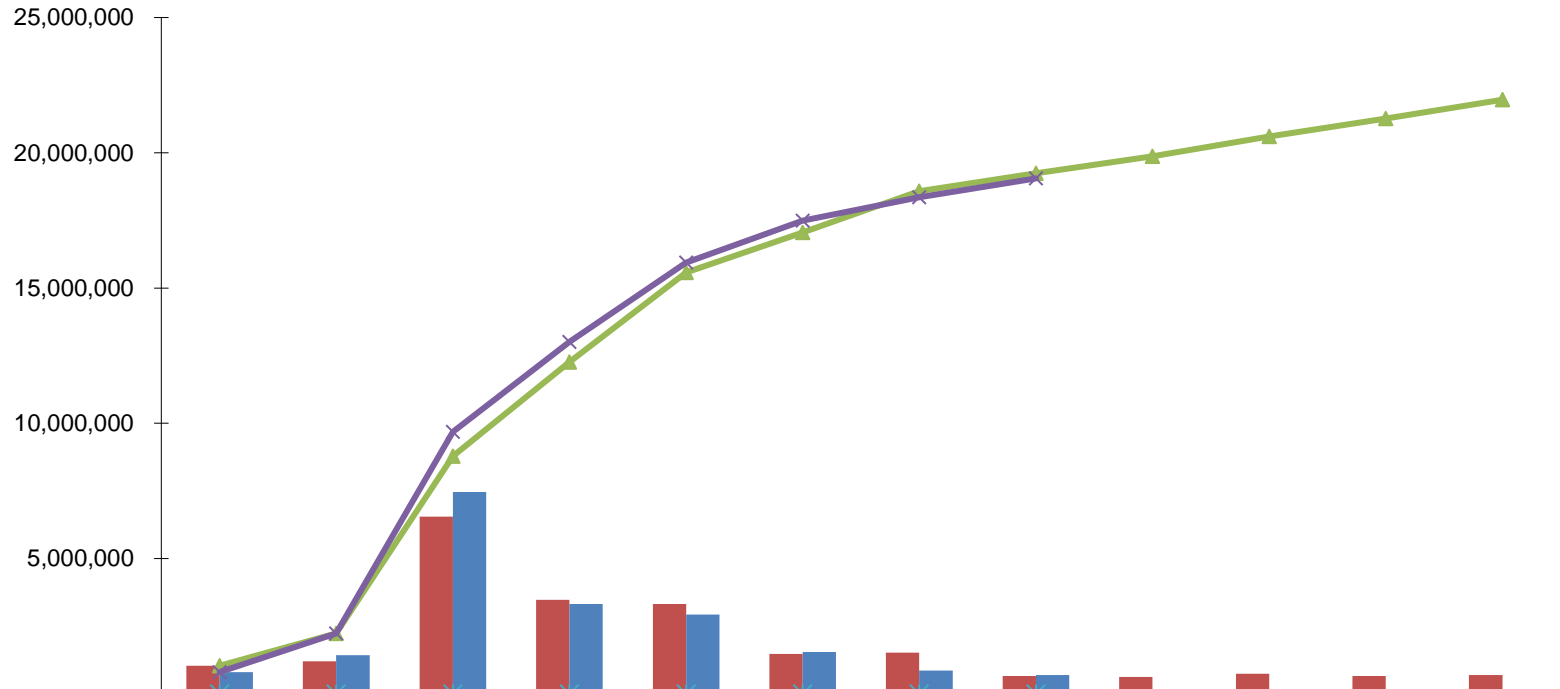
CASH & INVESTMENTS

On May 31, 2022, the City had \$49,602,125 invested at varying interest rates; the EDC had \$5,946,211 available.

RECOMMENDATION

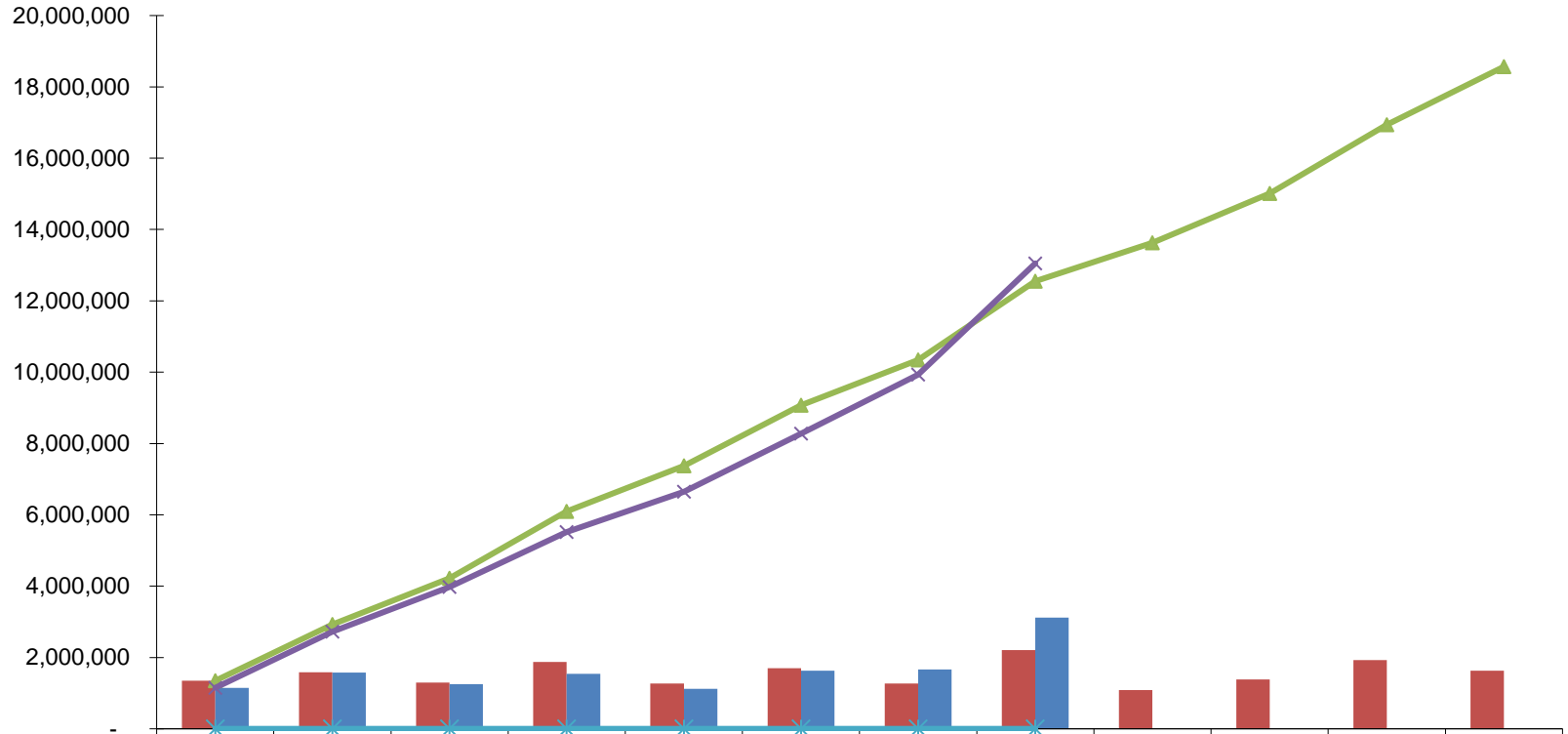
Staff recommends that City Council accept the finance report for the period ending May 31, 2022.

General Fund Revenue Trend Comparison



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
2020-21	1,038,130	1,198,556	6,546,175	3,479,275	3,317,859	1,472,220	1,526,577	664,274	624,834	739,353	660,762	693,140
2021-22	804,896	1,423,948	7,461,991	3,322,787	2,931,524	1,543,927	865,653	698,093				
YTD 2020-21	1,038,130	2,236,685	8,782,860	12,262,135	15,579,995	17,052,214	18,578,792	19,243,066	19,867,900	20,607,253	21,268,014	21,961,155
YTD 2021-22	804,896	2,228,844	9,690,835	13,013,622	15,945,146	17,489,073	18,354,726	19,052,820				
% Increase 20-21 to 21-22	-22.47%	-0.35%	10.34%	6.13%	2.34%	2.56%	-1.21%	-0.99%				

General Fund Expenditure Trend Comparison

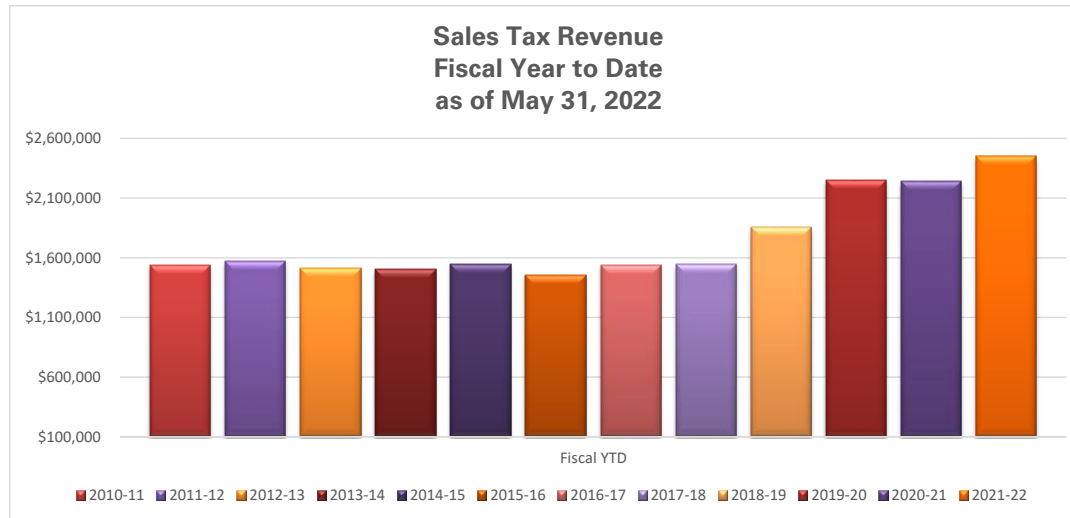


	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT
2020-21	1,346,495	1,581,672	1,294,734	1,876,841	1,274,459	1,699,909	1,270,477	2,204,684	1,082,069	1,380,611	1,927,746	1,626,572
2021-22	1,149,623	1,576,160	1,249,061	1,545,350	1,123,334	1,632,190	1,660,120	3,116,179				
YTD 20-21	1,346,495	2,928,167	4,222,901	6,099,742	7,374,201	9,074,110	10,344,586	12,549,270	13,631,339	15,011,950	16,939,695	18,566,269
YTD 21-22	1,149,623	2,725,783	3,974,844	5,520,194	6,643,528	8,275,719	9,935,839	13,052,018				
% Change 2020-21 to 2021-22	-14.62%	-6.91%	-5.87%	-9.50%	-9.91%	-8.80%	-3.95%	4.01%				

**City of Benbrook
Sales Tax Analysis
May 31, 2022**

Fiscal Year	Fiscal YTD	October	November	December	January	February	March	April	May	June	July	August	September	Annual Total
2010-11	\$ 1,536,054	\$ 212,494	\$ 161,967	\$ 160,492	\$ 199,141	\$ 190,084	\$ 143,760	\$ 245,116	\$ 223,000	\$ 181,216	\$ 229,160	\$ 196,711	\$ 175,140	\$ 2,318,281
2011-12	1,572,903	218,564	161,430	186,638	251,517	168,551	171,053	236,986	178,165	188,604	218,557	178,708	161,070	2,319,841
2012-13	1,514,381	215,752	184,452	181,368	222,555	170,084	174,164	201,241	164,765	202,525	211,491	178,411	170,324	2,277,131
2013-14	1,505,675	215,869	177,403	161,342	234,503	154,780	155,432	229,367	176,980	175,792	217,955	199,305	187,172	2,285,899
2014-15	1,546,553	215,101	207,526	173,580	236,852	149,782	162,730	219,751	181,230	163,667	213,300	189,185	164,742	2,277,446
2015-16	1,456,513	216,144	177,560	175,150	202,909	149,580	153,523	222,661	158,987	177,732	210,000	154,708	182,656	2,181,609
2016-17	1,539,102	204,261	175,885	172,554	240,121	171,805	163,151	226,550	184,775	200,138	206,455	175,522	176,026	2,297,243
2017-18	1,549,622	218,480	168,272	178,150	230,346	169,346	147,291	240,071	197,667	204,243	245,717	244,494	160,148	2,404,224
2018-19	1,853,315	259,437	224,991	216,094	264,926	205,387	193,520	261,099	227,863	235,611	250,363	253,206	253,500	2,845,995
2019-20	2,247,577	303,508	251,579	243,434	318,986	241,710	315,310	304,877	268,174	264,380	304,404	242,843	249,696	3,308,900
2020-21	2,239,000	301,658	251,886	256,790	358,452	232,781	210,428	351,076	275,930	245,557	323,619	271,753	279,139	3,359,068
2021-22	2,451,188	335,246	280,571	294,726	376,366	275,285	208,543	352,480	327,969					2,451,188

Change 2010-11 to 2011-12	2.40%
Change 2011-12 to 2012-13	-3.72%
Change 2012-13 to 2013-14	-0.57%
Change 2013-14 to 2014-15	2.71%
Change 2014-15 to 2015-16	-6.18%
Change 2015-16 to 2016-17	5.67%
Change 2016-17 to 2017-18	0.68%
Change 2017-18 to 2018-19	19.60%
Change 2018-19 to 2019-20	21.27%
Change 2019-20 to 2020-21	-0.38%
Change 2020-21 to 2021-22	9.48%



Budget 2021-22	\$ 3,250,000
Projected 2021-22	3,500,000
Variance from Budget	\$ 250,000



City of Benbrook

CITY COUNCIL COMMUNICATION

07/07/2022	REFERENCE NUMBER: G-2565	SUBJECT: Resolution Supporting the Mission Statement of the Naval Air Station Joint Reserve Base Fort Worth Regional Coordination Committee	PAGE: 1 of 1
------------	-----------------------------	--	-----------------

On January 24, 2022, the Naval Air Station Joint Reserve Base Fort Worth (NAS JRB Fort Worth) Regional Coordination Committee (RCC) updated its bylaws and mission statement. The RCC is asking current voting members, via their respective City Councils, to pass a resolution reaffirming their membership and expressing support for the new mission statement.

The RCC was established to prevent encroachment, promote compatible land use, and expand community outreach regarding the importance of the NAS JRB Fort Worth. The RCC is comprised of local governments (Benbrook, Fort Worth, Lake Worth, River Oaks, Sansom Park, Westworth Village, White Settlement and Tarrant County) located in close proximity to the NAS JRB Fort Worth. The committee's primary role is to review and provide recommendations regarding land use decisions that may affect the mission of the air base.

RECOMMENDATION

Staff recommends that City Council reaffirm its membership and express support for the new mission statement of the Naval Air Station Joint Reserve Base Fort Worth Regional Coordination Committee.

SUBMITTED BY:	DISPOSITION BY COUNCIL: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
CITY MANAGER		CITY SECRETARY
		DATE:

RESOLUTION NO. 2022-04

Resolution Supporting the Mission Statement of the Naval Air Station Joint Reserve Base Fort Worth Regional Coordination Committee

WHEREAS, Naval Air Station Joint Reserve Base Fort Worth (NAS JRB Fort Worth) is a vital national military asset that serves the operational needs of the United States Navy, United States Air Force, United States Army, United States Marine Corps, and the Texas Air National Guard; and

WHEREAS, North Texas is home to 386,000 veterans, of which the NAS JRB Fort Worth, trains and provides family services to 10,000 active, reserve and Department of Defense personnel who live, work, and raise families in the area; and

WHEREAS, NAS JRB Fort Worth is required to be open and operational in order to maintain the adjacent presence of Lockheed Martin which employs more than 18,000 people in the manufacturing and testing of aircraft and aircraft technology; and

WHEREAS, NAS JRB Fort Worth Regional Coordination Committee (RCC) is an initiative of the cities Benbrook, Fort Worth, Lake Worth, River Oaks, Sansom Park, Westworth Village, and White Settlement in conjunction with Tarrant County; and

WHEREAS, the RCC was established as a recommendation of the 2008 Joint Land Use Study to prevent encroachment, promote compatible land use, minimize height obstructions, and expand community outreach regarding the importance of base missions and operations in the communities surrounding the NAS JRB Fort Worth; and

WHEREAS, continued collaboration between local governments, developers, stakeholders and military installation is essential for the safety and overall success of military operations at NAS JRB Fort Worth; and

WHEREAS, the RCC will serve as a forum for dialogue between the base and the surrounding communities to implement recommendations of the Joint Land Use Studies and Compatible Use Plans related to compatible development, livability, and public engagement; and

WHEREAS, the RCC will provide support for the base and members of the military to preserve NAS JRB Fort Worth as a strategic military asset and to enhance the economy and quality of life in the surrounding communities.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

- SECTION 1.** The City of Benbrook endorses and supports the RCC Mission Statement adopted on January 24, 2022.
- SECTION 2.** The City of Benbrook reaffirms its membership on the Regional Coordination Committee and supports its actions.

- SECTION 3.** The City of Benbrook will continue to appoint two voting representatives to the RCC.
- SECTION 4.** The City of Benbrook will regularly review the service of its appointed representative and inform the RCC of any changes to these appointments in writing.
- SECTION 5.** This resolution shall be in effect immediately upon action.

PRESENTED AND PASSED on this 7th day of July, 2022, at a regular meeting of the City Council of the City of Benbrook, Texas.

Jason Ward
Mayor

ATTEST:

Joanna King
City Secretary

RCC Mission Statement
Adopted January 24, 2022

The Naval Air Station Joint Reserve Base Fort Worth Regional Coordination Committee will serve as a forum for dialogue between the base and the surrounding communities to implement recommendations from the Joint Land Use Studies and Compatible Use Plans related to compatible development, livability, and public engagement. The RCC will provide support for the base and members of the military to preserve NAS JRB Fort Worth as a strategic military asset and to enhance the quality of life in the surrounding communities.

BYLAWS AND OPERATING PROCEDURES
Naval Air Station Joint Reserve Base Fort Worth Regional Coordination Committee

Adopted March 2008

Amended October 2015

Amended January 2022

STATEMENT OF PRINCIPLES

1. Naval Air Station Joint Reserve Base Fort Worth is a vital national military asset that serves the operational needs of the United States Navy (as the host unit), United States Air Force, United States Army, United States Marine Corps, and the Texas Air National Guard.
2. Naval Air Station Joint Reserve Base Fort Worth is home to thousands of Civilian, Reserve, Guard and full time military jobs.
3. Naval Air Station Joint Reserve Base Fort Worth is required to be open and operational in order to maintain the adjacent presence of Lockheed Martin which employs thousands of civilians, in the manufacturing and testing of aircraft and aircraft technology.
4. Local leaders recognize that the mutual well being of the Naval Air Station Joint Reserve Base Fort Worth and the surrounding communities is contingent upon cooperative strategic planning.
5. Land use near a military base can complement or compromise the utility and effectiveness of the installation and its mission.
6. Local leaders entered into a Joint Land Use Study committed to a fair and open process of examining land use and development issues around the installation; enhancing communication between the installation and the community; and implementing practical policies, programs, and projects geared to sustaining and enhancing the installation and the quality of life in the neighboring communities.
7. A resolution in support of the expansion of missions at Naval Air Station Joint Reserve Base Fort Worth was adopted by the Joint Land Use Study Policy Committee on September 24, 2007.

Similar resolutions were adopted by the surrounding entities in close proximity to the Naval Air Station Joint Reserve Base Fort Worth.

DEFINITIONS

Section 1. The following definitions shall apply to terms used in these Bylaws and Operating Procedures:

- A. Encroachment The Department of Defense defines “encroachment” as the cumulative result of any and all outside influences that inhibit normal military training and testing.

- B. Joint Land Use Study The Joint Land Use Study (JLUS) is a cooperative planning process between the Naval Air Station Joint Reserve Base Fort Worth and communities surrounding the installation including, but not limited to: City of Benbrook, City of Fort Worth, City of Lake Worth, City of River Oaks, City of Sansom Park, City of Westworth Village, City of White Settlement, and Tarrant County. The goal of the Joint Land Use Study is to promote compatible community growth that supports military training and operational missions. This inter-jurisdictional partnership results in the identification of actions that can be taken jointly by the community and installation to promote compatible development and address current and future encroachment.

- C. Non-voting Entity A non-voting entity is defined as an entity approved by the RCC as described in Section 3, Section A “Membership” that has a relevant and impactful association with the Naval Air Station Joint Reserve Base, Fort Worth and/or voting entities. A non-voting entity may appoint one non-voting member to serve on the RCC in an advisory capacity.

- D. Representative Representative and member, when referring to an individual appointed by a voting or non-voting entity, have the same meaning.

- E. Study Sponsor In the event of study or grant awards, the study sponsor is defined as the agency that administers the grant, performs coordinating activities related to the successful completion of the grant, maintains accountability for grant activities, and reports on activities associated with the grant. The North Central Texas Council of Governments fulfills this role at the discretion of the Regional Coordination Committee.

F. Voting Entity A voting entity is defined as a city or county that:

- Is located in close proximity to the Naval Air Station Joint Reserve Base Fort Worth as described in Section 3, Section A “Membership,” and
- Has expressed intent to participate in the Regional Coordination Committee (RCC) by passing a resolution in support of the mission statement of the RCC and assigning voting representatives as described in Section 3, Section A, “Membership.”
- Voting entities must be in good standing to cast votes. To maintain a “good standing” status, entities shall not be more than 90 days in arrears of required financial contributions.
- Voting entities shall appoint two voting members to serve on the RCC.

ORGANIZATION

Section 2. Implementation efforts related to JLUS recommendations shall be overseen by the Naval Air Station Joint Reserve Base Fort Worth Regional Coordination Committee (RCC).

A. RCC Purpose The RCC is comprised of local governments located in close proximity to the Naval Air Station Joint Reserve Base Fort Worth. The RCC is charged with implementing land development recommendations, performing public outreach, and providing direction to staff. The RCC shall be the forum for the cooperative development of recommendations related to issues impacting the Naval Air Station Joint Reserve Base Fort Worth.

NAVAL AIR STATION JOINT RESERVE BASE FORT WORTH REGIONAL COORDINATION COMMITTEE

Section 3. The following rules shall govern the procedure, membership, and records of the Naval Air Station Joint Reserve Base Fort Worth Regional Coordination Committee (RCC). In all other cases, the rules contained in the current edition of ***Robert’s Rules of Order Newly Revised*** shall guide the RCC to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the RCC may adopt.

A. Membership Membership on the RCC is open to the local governments in close proximity to the Naval Air Station Joint Reserve Base Fort Worth listed here: City of Benbrook, City of Fort

Worth, City of Lake Worth, Town of Lakeside, City of River Oaks, City of Sansom Park, Town of Westover Hills, City of Westworth Village, City of White Settlement, and Tarrant County. In order to become a voting entity, the governing body of the entity must pass a resolution supporting the mission statement of the RCC, and it must assign representatives to the RCC. Local governments that were voting entities prior to January 24, 2022, will reaffirm membership on the RCC with a new resolution. Each voting entity shall be allotted two voting members that may vote on all matters of the RCC. Non-voting entities may be allowed on the RCC by a vote of the RCC voting members and the list of non-voting entities shall be reviewed annually. The following organizations are eligible to become non-voting entities: Department of Defense Office of Local Defense Community Cooperation; Naval Air Station Joint Reserve Base, Fort Worth; area Chambers of Commerce; Lockheed Martin; Independent School Districts; Economic Development Corporations; the North Central Texas Council of Governments; and other local, state, or federal agencies or entities as appropriate. Each non-voting entity shall be allotted one non-voting member to participate in discussions and provide advice to the RCC.

B. Appointees Voting representatives of voting entities shall be appointed in writing by and serve at the pleasure of their mayor, city councils, and/or Commissioners' Court. Each mayor, city council, and Commissioners' Court shall appoint two members from their jurisdiction, including but not limited to; elected officials, an appointed member of another local government board, or a citizen representative of the applicable entity to serve on the RCC. The term of each assigned member will be determined by the appointing entity.

C. Standards of Conduct RCC (voting and non-voting) members shall not:

- Appear before the RCC while acting as an advocate for any other person, group, or business entity;
- Knowingly use their position on the RCC for their own private gain, or for the financial gain of their business;
- Engage in debate or vote on matters affecting a person, entity, or property in which that individual has a conflict of interest; or
- Accept or solicit any gift or favor that would tend to influence that individual in the discharge of official duties.

All RCC members must adhere to Chapter 171 of the Local Government Code and to the Code of Ethics from their respective local governments and public agencies.

- D. Attendance Records of attendance of RCC meetings shall be kept and presented as part of each meeting summary. Entities with members that have missed at least three consecutive meetings will be notified and the appointing bodies shall be asked to review the continued service of their representatives. Members shall notify the Committee Secretary or staff if they are unable to attend regular RCC meetings.
- E. Quorum The quorum rule shall be: At least fifty-percent of all voting members must be present to conduct the business of the RCC. Once a quorum has been determined to exist, any business of the membership may be accomplished by a simple majority vote of the members making up the required quorum unless otherwise specified in these Bylaws.
- F. Officers The RCC shall elect a Chair, Vice Chair, Secretary, and Treasurer for a term of two years. Any appointed representative of a voting entity is eligible for officer positions. The Chair may rotate between various entities at the pleasure of the Committee. Chair, Vice Chair, Secretary, and Treasurer are considered for reelection every two years. No officer may serve more than two consecutive regularly-elected terms in any one position. The Chair shall preside over meetings of the RCC. When possible, and at the Chair's discretion, the Chair may be advised by the Immediate Past Chair throughout his or her tenure. In the event that the Immediate Past Chair is not re-appointed by his or her entity, at the Chair's discretion, he or she will serve as advisor for one two-year term in a non-voting capacity if they so desire.
- G. Executive Committee The Executive Committee shall be comprised of the Chair, Vice Chair, Secretary, and Treasurer. The Executive Committee may be convened at the discretion of the Chair to seek consensus about RCC correspondence. The RCC will be briefed on Executive Committee actions at the regular RCC meetings.
- H. Elections Regularly scheduled elections shall take place the first quarter of every odd calendar year. A nominating committee as appointed by the Chair at a meeting held in the third quarter of every even calendar year shall provide at least one candidate for each position. Candidates shall be announced to the Committee in the meeting held in the fourth quarter of every even calendar year. Additional nominations will be accepted from the floor during the candidate announcements by the Nominating Committee. The incumbent officers shall preside over the

entire meeting during which officer elections are held, with the newly elected officers beginning their duties at the conclusion of the meeting.

Special elections shall be held on an as-needed basis due to mid-term vacancies of any length of time. In the event that any officer position becomes vacant, the position will automatically be filled in succession order: if the Chair becomes vacant, the Vice Chair shall become the Chair, the Secretary shall become Vice Chair, and the Treasurer shall become Secretary, and a special election shall be held for Treasurer. A vacancy in the Vice Chair, Secretary, or Treasurer position will be automatically filled in the same succession order. If an officer declines to fill a vacancy in these circumstances, a special election shall be held for the vacant position(s) in the first meeting of the Committee after the vacancy becomes known. In the event that the offices of Chair, Vice Chair, Secretary, and Treasurer all become vacant, new officers shall be elected by means of a special election at the next regularly scheduled meeting of the RCC with nominations from the floor.

- I. Meeting Schedule At least one meeting shall be held annually by the RCC, but the Committee shall meet as often as necessary for the purpose of transacting the business at hand. The Committee shall endeavor to meet quarterly. The Chair shall call the meeting and shall designate in the written notice of the meeting the business to be transacted or considered. Regular meetings shall be held on the third Monday of a month at 1:30 p.m., or as designated by the Committee, and will be hosted on a rotating basis by the voting entities.
- J. Meetings All meetings shall be open to the public. Notice of the meeting, accompanied by an agenda, shall be posted at least 72 hours prior to the meeting at a minimum: on the RCC website, sent to city secretaries and the county clerk of Voting Entities, and via email to RCC members and interested parties.
- K. Meeting Summary Summaries of the meetings shall be kept and shall be submitted to the members of the RCC for approval.
- L. Staff Support Staff support for the RCC shall be provided by the North Central Texas Council of Governments as long as they are able to provide this service. The RCC is able to contract for staff support as needed. Officers may assign administrative functions to the staff.



- M. RCC Function The function of the RCC shall be to review and vote on all matters related to implementation of the Joint Land Use Study recommendations surrounding the Naval Air Station Joint Reserve Base Fort Worth in accordance with the RCC mission statement. This includes but is not limited to: providing direction to staff, implementing land development recommendations, and performing public outreach events.

INTENT

Section 4. These Bylaws and Operating Procedures are intended to provide rules and procedures to assure the orderly implementation of the Joint Land Use Study recommendations surrounding the Naval Air Station Joint Reserve Base Fort Worth.

ADOPTION

Section 5. These Bylaws and Operating Procedures shall be in full force and effect at such time as they have been approved by two-thirds vote of the Regional Coordination Committee at a meeting at which a quorum, as defined herein, is present.

REVISION

Section 6. These Bylaws and Operating Procedures may be revised by approval of two-thirds of the members of the Regional Coordination Committee at a meeting in which a quorum, as defined herein, is present. Changes in the Bylaws must be presented at one regularly scheduled meeting and voted on at a following regularly scheduled meeting. No Bylaw change shall be made that has not been presented at a previous meeting. The Chair shall vote on Bylaw changes.